

AGENCY ANNUAL REPORT
Occupational Safety and Health Program

Calendar Year 1982

Name of Agency Central Intelligence Agency

Name of Component _____

Address Washington, D.C. 20505

Number of employees
covered by this
report

Covers the entire Central Intelligence Agency.
The number of employees is classified.

Name of individual
responsible for the
occupational safety
and health program
of the agency or
component covered
by this report

STAT

Telephone number of this individual

STAT

Title of this individual

Chief, Safety Staff

1. Has the head of the agency issued a policy statement to all agency personnel which emphasizes his/her commitment to a safe and healthful workplace, charges management personnel with responsibility and accountability for the OSH program, requires employee compliance with applicable OSHA and/or agency standards, and assures employee OSH rights?

 X Yes

 No

2. Does the Designated Agency Safety and Health Official directly supervise the person(s) responsible for managing the agency's OSH program?

 X Yes

 No

3. On the average, how often did the Designated Agency Safety and Health Official meet and/or communicate OFFICIALLY with the AGENCY HEAD on safety and health matters?

 Approximately 50 times per year

 Approximately 12 times per year

 Approximately 3 times per year

 X Other As the need arises

4. On the average, how often did the Designated Agency Safety and Health Official meet and/or communicate OFFICIALLY with the person(s) responsible for managing the OSH program to discuss safety and health matters?

 Approximately 50 times per year

 Approximately 12 times per year

 Approximately 3 times per year

 X Other A minimum of twice a week

5. What is the approximate percent of time that the individual responsible for the occupational safety and health program (listed on page 1 of this form) spends on the OSH program?

 100 Percent

6. Indicate on the scale below the adequacy of the financial resources available to the occupational safety and health program in helping to meet your needs in the following areas:

KEY: 1 = financial resources adequate to help meet the OSH needs
 2 = financial resources somewhat adequate to help meet the OSH needs
 3 = not adequate financial resources available to help meet the OSH needs

	1	2	3
to support the salaries of necessary personnel responsible for the occupational safety and health program		X	
to develop and/or conduct training programs		X	
to provide for and/or conduct inspections		X	
to provide for and/or conduct self evaluations	X		
to purchase and/or maintain personal protective equipment		X	
to abate identified hazards in the workplace		X	
to conduct a medical surveillance program for employees		X	
to provide for and/or conduct safety and health sampling, testing, etc.		X	
to provide technical information, documents, periodicals, and program promotional items to employees		X	

7. How many full-time occupational safety and health professionals are at the headquarters and in the field?

STAT

Number of full-time safety and/or health professionals at HEADQUARTERS and FIELD

8. What is the number of part-time (collateral duty) occupational safety and health headquarters and field personnel?

STAT

Number of part-time (collateral duty) safety and/or health personnel at HEADQUARTERS

 *

Number of part-time (collateral duty) safety and/or health personnel at FIELD offices

* Safety and Health Regulations require that the official in charge of each field installation designate a component safety officer.

9. Were safety and health program goals and objectives officially established for calendar year 1982?

 X

Yes

No

10. What are the three PRIMARY occupational safety and health program goals? Please indicate if these goals were achieved in calendar year 1982.

	<u>Achieved</u>	<u>Not Achieved</u>
1. Transfer Safety Group from Office of Security to Office of the Deputy Director for Administration and establish as Safety Staff	X	
2. Increase emphasis on safety and health inspections	X	
3. Employ two student trainees specializing in fire protection engineering and industrial hygiene	X	

11. Are your goals and objectives reviewed regularly?

 X Yes

 No

IF YES --

How often are they reviewed?

 Annually
 Semi-annually
 Quarterly
 Monthly
 X Continuously

Who reviews these goals and objectives?

 X DASHO
 X Safety and Health Manager
 Agency Head
 Other _____

12. Are your OSH goals and objectives included in your agency's quarterly review system (MBO, PEP, etc.) or other similar system?

 Yes

 X No - Reviewed monthly

13. Are safety and health program goals and objectives officially established for calendar year 1983?

 X Yes

 No

a. Employ a fire protection engineer, a health physicist to fill two new positions in the Safety Staff and a safety specialist to replace a present employee who is resigning.

b. Information concerning the Occupational Safety and Health Act, Executive Order 12196, Title 29, Code of Federal Regulations, Part 1960, and the Agency's Safety and Health Program will be presented in select courses to senior Agency officials in or scheduled for field assignments. This information will also be included in courses presented to supervisors as well as employees and dependents scheduled for overseas assignments.

13. c. Increase safety of Agency personnel overseas through an overseas safety enhancement program. This program is to ensure that each residence is equipped with smoke detectors, fire extinguishers, a first aid kit and emergency escape devices. It is also aimed at ensuring employees who work in high-risk areas have emergency breathing and descent devices.

d. Continue the asbestos removal program whereby a certified outside contractor removes asbestos used primarily as an insulator in certain areas in the Headquarters building.

14. To what extent do you utilize information and data (a) through (f) below in planning the program elements listed in the right-hand columns?

KEY: Please indicate the extent of utilization as follows:

N = Never
R = Rarely
S = Sometimes
F = Frequently
A = Always

	PROGRAM ELEMENTS				
	INSPECTIONS	TRAINING	INFORMATION	BUDGET AND STAFFING	ABATEMENT PRIORITIES
(a) Injury and illness incidence data	A	A	A	R	A
(b) Injury and illness (OWCP) cost data	N	N	N	N	N
(c) Recognized hazard data	A	A	A	A	A
(d) Employee reports of unsafe and unhealthful working conditions	A	A	A	A	A
(e) Recommendations of employee representatives	A	A	A	A	A
(f) Other _____					

15. Have any special in-depth studies of your specific hazards been conducted within the past year?

 X Yes

 No

IF YES --

Briefly describe the substance or equipment that was studied.

Extensive studies and analyses of the insulation in certain types of safes to determine if the insulation contained asbestos. Studies and tests in several areas to determine if the noise levels of specialized equipment utilized were within acceptable limits. Comprehensive studies of medical X-rays in the Headquarters Building.

What were the occupational hazards?

The occupational hazards were asbestos, noise, and radiation.

16. Does your agency have safety and health committees?

 X Yes

 No

IF YES --

How Many?

STAT

What is the typical membership of your committees (by percent)?

<u> 50 </u>	management representatives
<u> </u>	safety and health specialists
<u> 50 </u>	employees
<u> </u>	employee representatives

17. On the chart on page 8, please provide a list of the occupational safety and health training courses conducted during the calendar year 1982.

(The following key may be used for "trainee classification")

1 = new employees	6 = safety and health specialists
2 = employees assigned to operate 'new' equipment	7 = collateral duty safety and health personnel
3 = employees in high risk jobs	8 = OSH committee members
4 = top management officials	9 = employee representatives
5 = supervisors	10 = other employees

Trainee Classification	Course Title	Number of Employees Attending	Length of Course
3,4,5,6,7, 10	Basic Safety and Health		5 days
1	Agency's Safety and Health Program		1 hour
7	Collateral Duty Safety		1 hour
3,4,5,6,7, 10	Fire Safety		2 hours
Security officers with safety responsibility	Hazard Recognition		3 hours
1-10	Foul Weather Driving		1 hour
1-10	Women's Safety		2 hours
1-10	Emergency Evacuation		1 hour
3	Safety and Health Hazards		8 hours
2-3	Safety and Health Hazards		12 hours
2-3	Electrical Safety		2 hours
3,5, 10	CPR and First Aid		16 hours
1,2, 10	Fork Lift Training		14 hours

18. Does your agency conduct inspections of areas and operations of the workplaces?

 X Yes

 No

IF YES --

 59 What percent of the workplaces were inspected during the calendar year?

Who conducted these inspections?

 X trained professional safety and health specialist

 X manager/supervisor

 X outside consultant

 X component safety officer

 X security officer

19. Where there is a high probability of accidents, injuries, or illnesses, how frequently are these areas inspected?

 Daily

 Weekly

 Monthly

 X Other

Priority is given to the comprehensive inspection of major facilities and those involving hazardous activities. These are scheduled on an annual basis by Safety Staff personnel. Inspections are more frequently done by supervisors and component safety officers.

20. Who conducts these inspections?

 X Trained safety and health specialist

 X Manager/Supervisor

 X Outside consultant

21. Of all hazards identified in the inspection report, what percent was abated within the abatement period set by the inspection report?

11 Percent

SELF-EVALUATIONS

22. Describe your Agency's program of self-evaluation. Outline the procedure(s) utilized, list types of data and how collected, and indicate who conducted the evaluation e.g., OSH staff, I.G. staff, private contractor, another organizational unit within the agency, etc.)
- a. Limited audit of the Agency's Safety and Health Program and Safety Staff conducted by the Inspector General's staff and provided to the Deputy Director of Central Intelligence.
 - b. Annual Comprehensive Accident Analyses Report prepared by the Safety Staff. Copies of the report are forwarded to the Director of Central Intelligence, Designated Safety and Health Official and members of the Agency Safety and Health Committee.
 - c. Annual Report on the Agency's Safety and Health Program prepared by the Safety Staff for the review and signature of the Deputy Director for Administration and forwarded to the Secretary of Labor.
 - d. Annual Summary of Federal Occupational Injuries and Illnesses prepared by the Safety Staff and forwarded to the Department of Labor.
23. Describe the results of your self-evaluation. Your discussion should assess the degree to which your agency has implemented the requirements of Executive Order 12196, the quality of the agency program, and any failures to meet program requirements. It should also include a description of your agency's progress in meeting its goals and objectives and include any unusual program accomplishments during the year. If applicable, describe unusual problems encountered and the results of any innovative means your agency employed to address those problems.

23. a. Self-evaluations are considered extremely important in order that senior Agency officials may be apprised of the current status and projected direction of the Safety and Health Program as well as the degree to which the Agency is complying with provisions of the Occupational Safety and Health Act, Executive Order 12196 and Title 29, Code of Federal Regulations, Part 1960.
- b. The primary shortfalls in the Agency's Safety and Health Program involve inspections and training. These are the direct result of insufficient personnel resources.
- c. The Central Intelligence has always placed a high emphasis on the safety and health of its employees and in the prevention and elimination of hazards in the workplace. Emphasis will be placed in the shortfall areas reflected in the self-evaluations and efforts will continue toward full compliance with provisions of the Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960.
24. What changes in the Agency's program have been proposed, approved and implemented as a result of the evaluations. Indicate the status of each.
- a. Plans are being implemented to strengthen the two indicated shortfall areas, inspections and training.
- (1) A fire protection engineer and health physicist will be hired to supplement the present Safety Staff. Two student trainees (co-op) specializing in fire protection and industrial hygiene will continue on the Safety Staff.
- (2) The budget of the Safety Staff has been increased to provide for additional inspections and to implement an overseas safety enhancement program.
- (3) Information concerning the Agency's Safety and Health Program, Occupational Safety and Health Act, Executive Order 12196 and 29 CFR 1960 will also be included in certain courses available for senior management and supervisory personnel.